

Job Description

Missouri State Highway Patrol

Class Title: Criminalist I - Toxicology

Title Code: V00517

Effective Date: 07/02/96

Date Reviewed: 11/26/02

Date Revised: 10/06/05

Immediate Supervisor: Criminalist Supervisor

Position Supervised: None

FLSA Classification: Non-exempt

Working Hours: An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

This is an entry-level position where the employee performs technical work in the scientific analysis of biological fluids and alcoholic beverages. An employee in this position participates in a formal and on-the-job training program. Work is performed under immediate supervision.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all tasks, which may be found in positions of this class.)

Under close supervision:

Regularly accepts and analyzes biological fluids for alcohol and/or drug content submitted by law enforcement agencies from parties involved in criminal activity or death investigations as well as potential and current Patrol employees participating in the Drug Testing Program.

Regularly accepts and analyzes alcoholic beverage samples submitted by the Division of Liquor Control of the Department of Public Safety or evidence seized at crime scenes or during an investigation to analyze and verify the alcoholic content.

Confers with supervisor regarding the appropriate test methodology based on the quantity and quality of the submitted sample.

Confers with supervisor to determine which items are most likely to associate or disassociate the victim or suspect with a crime scene.

Regularly works with a variety of potentially hazardous materials (e.g., HIV, hepatitis, and/or unknown pathogen contaminated biological evidence).

Participates in formal and on-the-job training in the scientific analysis of biological fluids and alcoholic beverage samples.

Interprets test results obtained from the proper chemical and instrumental methods.

Routinely testifies as an expert witness in a court of law while maintaining composure under intense cross-examination.

Prepares evidence and exhibits; maintains report files; issues periodic and special reports as assigned.

Generates and receives requests to and from other law enforcement agencies, prosecutors, attorneys, etc., regarding criminal evidence and crime laboratory procedures.

Studies and assists in revising standard operating procedures, training, quality control, and safety manuals, etc., within the chosen/related discipline.

Learns about and participates in the proficiency testing program for the section.

Operates standard office equipment (e.g., personal computer, telephone, fax machine, copier).

Participates in and successfully passes practical competency and/or written test(s) prior to assuming casework.

Performs job-related travel, as needed.

Performs other related duties as assigned.

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES

Ability to participate in a formal and on-the-job training program.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to learn the procedures and methods used in the scientific analysis of biological fluids and alcoholic beverage samples.

Ability to confer with supervisor and be guided in the decision-making process.

Ability to work with potentially hazardous materials as detailed in the description of duties.

Ability to generate and receive requests for information from a variety of individuals regarding forensic science.

Ability to learn and practice safety rules and procedures associated with laboratory equipment and chemicals.

Ability to learn about the compilation and preparation of evidence for presentation in court and the role of an expert witness in legal proceedings.

Ability to learn about the chain of custody for evidence.

Ability to perform work in accordance with prescribed procedures, make accurate observations of test results, and prepare accurate records and reports.

Ability to gather, assemble, correlate, and analyze facts to be incorporated into a report of laboratory work and tests.

Ability to maintain composure while under cross-examination in regard to personal and scientific qualifications and defend laboratory findings in court.

Ability to work with highly sensitive information in a confidential and professional manner.

Ability to distinguish colors necessary to perform laboratory tests.

Ability to examine forensic evidence and recognize and identify minute details.

Ability to establish and maintain effective working relations with others.

Ability to properly use or learn how to use laboratory equipment, photography equipment, standard office equipment, and chemicals.

Ability to perform job-related travel (e.g., appearing in court, attending scientific meetings, training seminars, etc).

Ability to participate in and successfully pass practical and/or written competency test(s) prior to assuming casework.

Ability to study and revise manuals.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Possess a baccalaureate degree in chemistry or one of the natural sciences; coursework must include at least 20 semester hours of chemistry including two semesters of general chemistry, two semesters of organic chemistry, and one semester of quantitative analysis, with a minimum acceptable grade of C or equivalent in these courses.

NECESSARY SPECIAL REQUIREMENTS

Must be a resident of Missouri at the time of appointment.

Possess a valid Missouri drivers' license at the time of appointment.

Possess or obtain a Missouri Department of Health Type I Permit (Alcohol and Drug Testing).

A minimum of two years of on-the-job training is required before advancement to the next level.